



STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES
P. O. BOX 119
HONOLULU, HAWAII 96810-0119

February 10, 1998

COMPTROLLER'S MEMORANDUM 1998-02

TO: ALL DEPARTMENT HEADS
FROM: Sam Callejo, Comptroller
SUBJECT: Motor Vehicle Permit

In accordance with Section 105-2, (4), H.R.S., state officials and employees are reminded to submit their requests for permits authorizing personal use of government vehicles for the period July 1, 1998 to June 30, 2000. Agencies are also reminded of the Federal Tax Reform Act of 1984 relating to the taxability of the value placed on the use of a government vehicle for commuting to and from work.

Enclosed is the form AGS-PU-I which is to be completed by each employee requiring a permit. Please duplicate as many copies of the form as are required by your agency.

Deadline for submitting the form is March 31, 1998.

If there are any questions regarding this matter, please contact Mr. Harold Sonomura of my Automotive Management Division at 586-0343.


SAM CALLEJO
State Comptroller

Enclosure

STATE OF HAWAII
Department of Accounting and General Services
REQUEST FOR PERSONAL USE OF STATE-OWNED VEHICLE

A. ORGANIZATION

Department: _____ Island: _____
Division: _____
Branch: _____

B. EMPLOYEE

Name: _____ Phone: _____
Home Address: _____ Phone: _____
Worksite Address: _____
Position Title: _____
Normal Hours of Work: _____

C. VEHICLE

Make and Model: _____
License Number: _____
Parking Fees Paid By: [] Individual [] State Agency

D. MONTHLY MILEAGE INFORMATION:

COMPLETE AND SUBMIT ACTUAL MILEAGE FORM(S) NECESSARY TO
SUBSTANTIATE MILEAGE COMPUTATIONS

	<u>Average mileage</u>	<u>Estimated cost *</u>	<u>Percent of mileage</u>
No. miles commuting (home-work-home):	_____	_____	_____
No. miles regular working hours:	_____	_____	_____
No. miles after working hours:	_____	_____	_____
No. miles for other purposes:	_____	_____	_____
TOTALS	_____	_____	_____
No. emergency after hour responses	_____		
No. non-emergency after hour trips	_____		
% mileage by permittee	_____		
% mileage by other employees	_____		
* cost = mileage X reimbursement rate (\$0.37)			

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E. JUSTIFICATION: (REF. ADMINISTRATIVE DIRECTIVE NO. 7)

Provide written justification, including cost analysis and alternatives for use of a state vehicle. Personal use of state vehicles should be restricted to the conditions described in the attached section of Administrative Directive No. 7.

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F. APPLICATION FOR:

[] RENEWAL Permit from _____ to _____
[] NEW from _____ to _____
[] ADDITIONAL from _____ to _____
[] SPECIAL (Limited Time) from _____ to _____

Date

Signature of Official/Employee

G. VALIDATION: I verify the accuracy of the above information and
recommend

[] APPROVAL

[] DISAPPROVAL

Date

Program Manager/Supervisor

H. RECOMMENDATION:

[] APPROVAL

[] DISAPPROVAL

Date

Department Head

I. Request for Motor Vehicle Permit is

[] APPROVED

[] DISAPPROVED

Permit No. _____

Date

Comptroller

PERSONAL USE OF GOVERNMENT VEHICLES

REF: ADMINISTRATIVE DIRECTIVE NO. 7
POLICY FOR ADMINISTRATION OF EMPLOYEE PREREQUISITES

1. Under what conditions may employees be allowed the personal use of government vehicles?
 - a. When an employee is required to respond to emergencies at any hour of the day or night, and when the use of a government vehicle is essential to meet these contingencies; or
 - b. When government parking facilities are inadequate, or so located in an area exposed to vandalism or abuses; or
 - c. When the nature of an employee's work requires a government vehicle after normal working hours on a regular and sustained basis; or
 - d. When it is impractical to require an employee, who resides in the district in which he works, to travel daily to a central garage to pick up a vehicle and return to his district.
2. What shall "personal uses" consist of?
 - a. Personal uses of government vehicles should be restricted to direct travel between an employee's home and his place of work, and to such travel as would be incidental to driving to and from work; e.g., stopping at the grocery store on the way home, seeing the doctor, dropping a fellow employee off at his home, dropping the children off at school, etc. Pleasure uses, such as going to the ball game, movies, picnic or the beach, etc., are prohibited.

NOTES:

1. Employees required to respond to emergencies after working hours are also required to use a government vehicle which is specially marked, equipped, or capable of responding to the emergency. Examples are police, utility, 4-wheel drive, or emergency vehicles. Passenger sedans may be considered if the vehicle is used to transport clients or patients.
2. Vehicles which are housed at employee residences for protection and safe keeping should be garaged and maintained by the employee as a prerequisite to substantiate the cost benefit of permitting personal use of the vehicle.
3. Use of government vehicles for after hour meetings or for travel between employee residences and central base yards should be compared with mileage reimbursement computations and travel distances and actual mileage logs. Being on-call or attending night meetings should not be considered as valid reasons in themselves, as it is generally less costly for the State to reimburse employees for mileage when responding to emergencies or meetings.

State of Hawaii
Department of Accounting and General Services
REQUEST FOR PERSONAL USE OF STATE VEHICLE
MONTHLY MILEAGE TRAVEL RECORD

Island _____
Department _____
Division _____
Branch _____
Section _____
Vehicle Lic. # SH- Make/Model _____
Driver _____ Month _____ 19 _____

[illegible]

continued on next page

[illegible]

CERTIFICATION: I hereby certify that the mileage recorded represents the true and authorized use of this vehicle.

DRIVER: _____ Signature _____ Date _____

SUBMIT ADDITIONAL MONTHLY RECORDS AS NECESSARY TO SUBSTANTIATE MILEAGE